



Navigating the Annual Data Collection

Presented by ESS Data Management

Novice Part I

Agenda

- Overview
- Demo
 - Agency Reports
 - School Reports (Part II)
 - Print Reports (Part II)
 - Final Submission (Part II)
- Compass Points
- Wrap-Up

A faint, stylized compass rose graphic is visible in the top left corner of the slide, set against a dark blue background. The compass rose shows cardinal and intercardinal directions, with 'E' for East and 'S' for South clearly visible. It is partially obscured by the dark blue header bar.

OVERVIEW

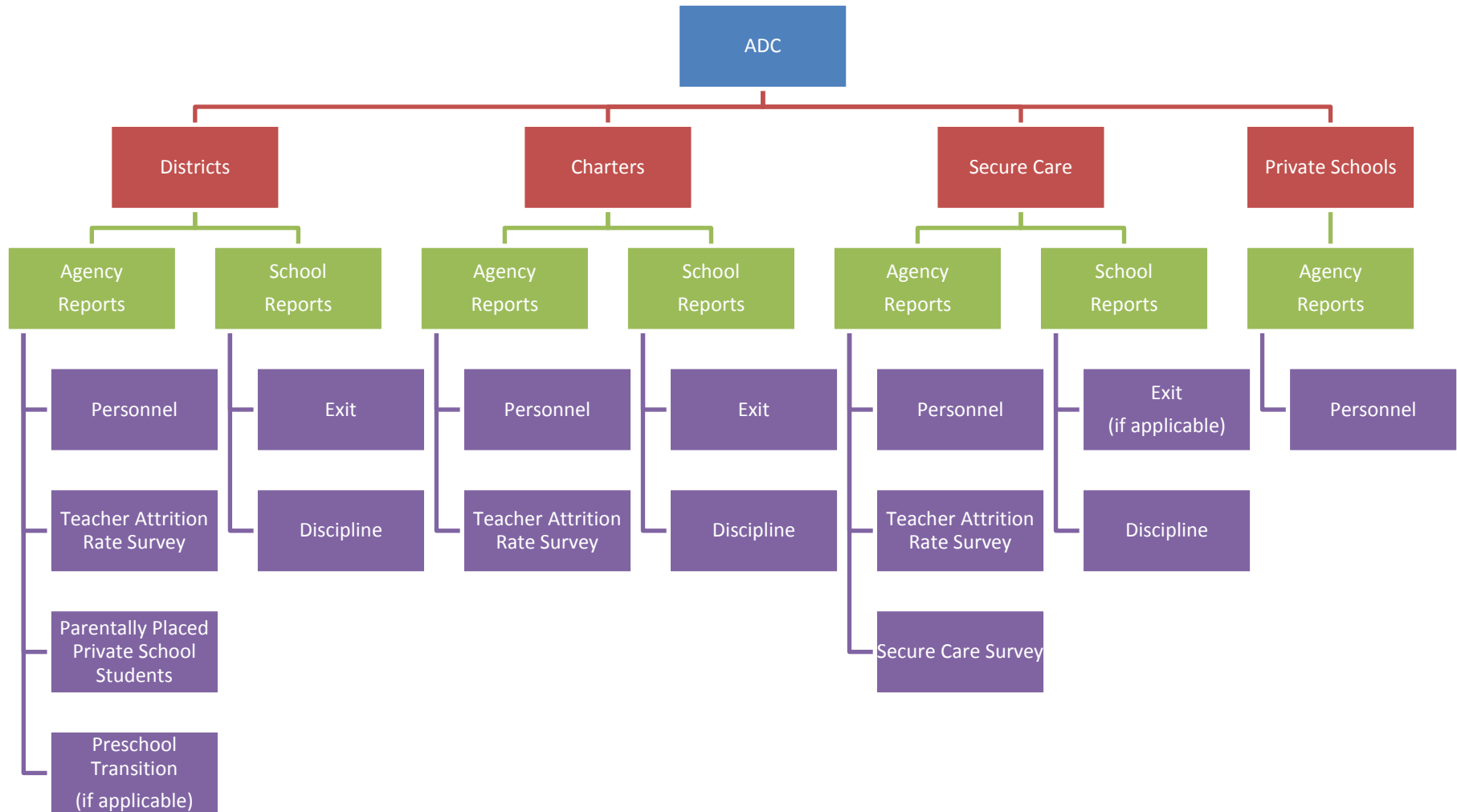
What is ADC?

- Agency Reports
 - Personnel
 - Teacher Attrition Rate Survey
 - Preschool Transition (if applicable)
 - Parentally Placed Private School students (if applicable)
- School Reports (Part II)
 - Exit
 - Discipline

Why do we do ADC?

- IDEA 2004, Section 618
- OSEP
- Annual Report to Congress
- SPP/APR
- PEA Determinations
 - Valid & Timely Data component:
 - Child Count Verification submitted on time
 - Child Count Reconciliation
 - Timely submission of ADC*
 - Timely submission of Az SAFE data*

Who has to do ADC?



When is ADC due?

- **Friday, May 4:** ADC opens to PEAs
- **Friday, July 10:** Az SAFE data due for ADC
- **Wednesday, August 5:** Final Submit opens
 - Manual corrections if necessary
- **Friday, August 21:** Signature due

Where can I find ADC?

- ADEConnect
- Email and password
- ESS Annual Data

What exactly is ADEConnect?

- Replaces Common Logon
- <https://home.azed.gov/Portal/>
- Contact your PEA's Entity Administrator and SPED director for access to ADC
- Select role = LEA User
- FAQs
- For assistance, contact the ADE Support Center



DEMO: ESS ANNUAL DATA



Arizona
Department of Education



Font+ | Font-



SEARCH



HOME

ALL PROGRAMS

STAFF DIRECTORY

CONTACT ADE

FAQ

SCHOOL REPORT CARDS

COMMON LOGON

ADECONNECT



AzMERIT

Arizona's Statewide Achievement Assessment
for English Language Arts and Mathematics

DEPARTMENT MENU

Superintendent

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Accountability

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Educator Certification

Finance / IT / Business Services

Special Education



Students



Parents



Teachers



Admins



Public



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Online Certification Portal Now Available

The Arizona Department of Education is pleased to announce the release of a public certification portal, which will allow members of the public to verify the certificate information of Arizona educators. OACIS, the Online Arizona Certification and Information System, ... [\[Read More...\]](#)

LATEST HEADLINES

Superintendent Douglas' "We Are Listening" Tour Makes Successful Stops in Kingman and Lake Havasu City

ADEConnect Single Sign On



Sign in with your organizational account

Password

Sign in

Please login with your Email address

If you forgot your password you can reset it [here](#)

For help contact [ADESupport](#)

© 2013 Microsoft FAQ Forgot Password?

ADEConnect Application Menu



Welcome **Peggy**

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- [ESS Annual Data](#)

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ESS Annual Data - Annual Special Education Data Collection

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[Home](#) [User Information](#)

User Information must be entered to access data entry screens.

(17-02-85-000) SOS Unified District: 2013-2014

Due Date: 08/15/2014

User Documents: Home[Users Guide](#)[Data Dictionary](#)Technical Assistance documents will be available in this area on the **Home** page. Access Instructions and FAQs from the **Home** tab.**Contacts:**

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Phoenix, AZ 85007

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Nicole Armstrong

Phone: 602-542-3854

nicole.armstrong@azed.gov**Required**You must have Adobe Acrobat Reader in order to view and print reports. If you do not have Adobe Acrobat Reader, click [here](#) to download and install it for FREE from the Adobe website.[Common Logon Menu](#) [ESS Home Page](#) [ESS Feedback](#)
Links for the Common Logon, ESS Home Page, and "ESS Feedback" – to email ESS Data Management – are available on many pages in the application. [Go back to top](#)

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Home

User Information

(17-02-85-000) SOS Unified District: 2013-2014


* = required fields

First Name *	Minerva
Last Name *	McGonagall
Title	
Email Address *	mcg@gryffindor.edu
Phone Number *	800-555-1212
Phone Extension	
Fax Number	

Enter contact information (fields with an asterisk are required), then click **Submit**.

Submit

Cancel

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Home

Data Entry

Print Reports

User Information

(17-02-85-000) SOS Unified District: 2013-2014

* = required fields

When changes are saved, the Data Entry and Print Reports tabs become available.



Profile Change Saved

First Name *	<input type="text" value="Minerva"/>
Last Name *	<input type="text" value="McGonagall"/>
Title	<input type="text"/>
Email Address *	<input type="text" value="mcg@gryffindor.edu"/>
Phone Number *	<input type="text" value="800-555-1212"/>
Phone Extension	<input type="text"/>
Fax Number	<input type="text"/>

Submit

Cancel

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Blank Reports

FAQs

Instructions

* = required

Hover the cursor over the Home tab to select Instructions, FAQs, or Blank Reports.

(17-02-05-000) GOS Unified District: 2013-2014

First Name *	<input type="text" value="Minerva"/>
Last Name *	<input type="text" value="McGonagall"/>
Title	<input type="text"/>
Email Address *	<input type="text" value="mcg@gryffindor.edu"/>
Phone Number *	<input type="text" value="800-555-1212"/>
Phone Extension	<input type="text"/>
Fax Number	<input type="text"/>

Submit

Cancel

ESS Data Management recommends printing blank reports to fill in by hand before entering the data online in the application.

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* = required fields

Agency Reports

School Reports

Status &
Final Submit

Click on **Data Entry** and select either **Agency Reports** or **School Reports**.

First Name *	Minerva
Last Name *	McGonagall
Title	
Email Address *	mcg@gryffindor.edu
Phone Number *	800-555-1212
Phone Extension	
Fax Number	

Submit

Cancel

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A faint, stylized compass rose graphic is visible in the top left corner of the slide, featuring directional letters and degree markings.

AGENCY REPORTS

Personnel: Sections A, B & C

Provide the number of full-time equivalent (FTE) personnel *employed and contracted* to provide special education and related services to students with disabilities (SWD) on or about *October 1, 2014*

NOTE: This report is not intended to be a comprehensive count of all types of personnel providing services to SWD. Report only the personnel specified.

- Teachers (Section A) for SWD ages 3-5 & 6-21
- Paraprofessionals (Section B) for SWE ages 3-5 & 6-21
- Related Service Providers (Section C)

Full-time Equivalency (FTE)

- Full-time employees are reported as 1.0 FTE
- Part-time employees are reported according to the amount of time they work.

For example:

- A half-time employee is reported as 0.5 FTE
- A quarter-time employee is reported as 0.25 FTE

NOTE: For reporting special education personnel whose service time is divided between SWD and students in the general population, base the reported FTE only on the percentage of time the special education personnel works with specifically with students receiving special education and related services.

Common FAQs

Q: How do I report FTE for personnel (employed or contacted) who only provide a few hours of service periodically during the school year?

A: FTE can be calculated by day, week, month, or even year.

Calculating FTE

- Determine the number of hours in a school day, week, month, or year and divide the number of hours calculated into the number of service hours provided. Report the resulting FTE accordingly.
- If the FTE result is .009 or less, you will not be able to report this FTE since the application does not accept figures with more than 2 decimal places.

Examples of FTE Calculations

- Example 1: calculate based on a school day
 - A part-time resource room teacher working 4 hours per day (in a 6-hour school day)

$$4 / 6 = 0.67$$

- Example 2: calculate based on a school week
 - An SLP visits once a week for 4 hours. Take 6 days in a school week x 6 hours per day = 30 hours

$$4 / 30 = 0.13$$

More FTE Examples

- Example 3: calculate based on a school month
 - An OT visits twice a month for a total of 12 hours.
Take 20 school days x 6 hours per day = 120 hours.

$$12 / 120 = 0.10$$

- Example 4: calculate based on a school year
 - An audiologist visits a few times during the school year for a total of 15 hours. Take 180 school days x 6 hours per day = 1,080 hours

$$15 / 1080 = 0.01$$

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Agency Reports
 School Reports
 Status & Final Submit

17-02-85-000) SOS Unified District: 2013-2014

Due Date: 08/15/2014

User Documents: Home

[Users Guide](#)

[Data Dictionary](#)

Contacts:

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Required



You must have Adobe Acrobat Reader in order to view and print reports. If you do not have Adobe Acrobat Reader, click [here](#) to download and install it for FREE from the Adobe website.

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[Home](#)[Data Entry](#)[Print Reports](#)[User Information](#)**(17-02-85-000) SOS Unified District: 2013-2014**

Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A	Incomplete	N/D
Personnel - Sect B	Incomplete	N/D
Personnel - Sect C	Incomplete	N/D
Teacher Attrition Survey	Incomplete	N/D
Preschool Transition	Incomplete	N/D
Parentally Placed Private School Students	Incomplete	N/D

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Initially, report status is "Incomplete." As information is entered and saved, the status will change.

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Click here to go back to the list of reports.

* indicates a required field

Personnel - Sect A

[Data Entry Guidelines for this Form](#)

Click here to view guidelines for this section.

	(1) Highly Qualified	(2) Not Highly Qualified	(3) Total
Special Education Teachers for Ages 3 - 5	<input type="text"/>	<input type="text"/>	0.00
Special Education Teachers for Ages 6 - 21	<input type="text"/>	<input type="text"/>	0.00
Total	0.00	0.00	0.00

[Check Form](#)

[Submit](#)

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Click [hyperlinks](#) on the screen to view definitions of terms.

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Term Definition - Windows Internet Explorer

Special Education Annual Data Collection

Guidance and Definitions

[Click here to close](#)

Highly Qualified Teachers

A highly qualified teacher is a teacher with a bachelor's degree, full state certification (intern, provisional or standard teaching certificate) and demonstrates subject matter competency in the academic subject assigned to teach.

With the exception of special education, charter school teachers are exempt from the certification.

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District: 2013-2014

Clicking the hyperlink [Highly Qualified](#) opens a pop-up box with the definition.

Data

Spec

Special Education Teachers for Ages 6 - 21

Total

(1) Highly Qualified	(2) Not Highly Qualified	(3) Total
<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	0.00
0.00	0.00	0.00

Check Form

Submit

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* indicates a required field

Personnel - Sect A

Totals are limited to two decimal places.

[Data Entry Guidelines for this Form](#)

	(1) Highly Qualified	(2) Not Highly Qualified	(3) Total
Special Education Teachers for Ages 3 - 5	5.333		5.33
Special Education Teachers for Ages 6 - 21	22		22.00
Total	27.33	0.00	27.33

Click **Check Form** to do the math and populate totals.

[Check Form](#)

[Submit](#)

Click **Submit** to save the data and return to the list of reports.

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Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A	Complete	04/14/14 01:30P
Personnel - Sect B	Incomplete	N/D
Personnel - Sect C	Incomplete	N/D
Teacher Attrition Survey	Incomplete	N/D
Preschool Transition	Incomplete	N/D
Parentally Placed Private School Students	Incomplete	N/D

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- Personnel Section A shows a status of "Complete" and the date and time of the most recent update.
- Reports may be updated at any time until the Final Submission process begins; return to this list and click on the report name to edit.

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* indicates a required field

Personnel - Sect B

[Data Entry Guidelines for this Form](#)

	(1) Qualified Paraprofessional	(2) Not Qualified Paraprofessional	(3) Total
Special Education Paraprofessionals for Ages 3 - 5	11.25		11.25
Special Education Paraprofessionals for Ages 6 - 21	34		34.00
Total	45.25	0.00	45.25

[Check Form](#)

[Submit](#)

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Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A	Complete	04/14/14 01:30P
Personnel - Sect B	Complete	04/14/14 01:32P
Personnel - Sect C	Incomplete	N/D
Teacher Attrition Survey	Incomplete	N/D
Preschool Transition	Incomplete	N/D
Parentally Placed Private School Students	Incomplete	N/D

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* indicates a required field

Personnel - Sect C

[Data Entry Guidelines for this Form](#)

	(1) Fully Certified	(2) Not Fully Certified	(3) Total
Audiologists	<input type="text" value="2"/>	<input type="text"/>	2.00
Speech-Language Pathologists	<input type="text" value="9"/>	<input type="text"/>	9.00
Interpreters	<input type="text" value="1.5"/>	<input type="text"/>	1.50
Psychologists	<input type="text" value="1"/>	<input type="text"/>	1.00
Occupational Therapists	<input type="text" value=".75"/>	<input type="text"/>	0.75
Physical Therapists	<input type="text" value=".337"/>	<input type="text"/>	0.34
Physical Education Teachers, and Recreational and Therapeutic Recreation Specialists	<input type="text" value="3"/>	<input type="text"/>	3.00
Social Workers	<input type="text" value="2.3"/>	<input type="text"/>	2.30
Medical/Nursing Staff	<input type="text" value="4"/>	<input type="text"/>	4.00
Counselors and Rehabilitation Counselors	<input type="text" value="1.5"/>	<input type="text"/>	1.50
Orientation and Mobility Specialists	<input type="text" value=".667"/>	<input type="text"/>	0.67
Total	26.05	0.00	26.05

[Check Form](#)
[Submit](#)

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Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A	Complete	04/14/14 01:30P
Personnel - Sect B	Complete	04/14/14 01:32P
Personnel - Sect C	Complete	04/14/14 01:36P
Teacher Attrition Survey	Incomplete	N/D
Preschool Transition	Incomplete	N/D
Parentally Placed Private School Students	Incomplete	N/D

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Teacher Attrition Rate Survey

- Purpose is to assist PLS in identifying critical elements related to personnel shortages:
 - 36 questions
 - 4 sections
 - Teachers
 - Special Education Personnel
 - Related Service Providers
 - Special Education Directors

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Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A	Complete	04/14/14 01:30P
Personnel - Sect B	Complete	04/14/14 01:32P
Personnel - Sect C	Complete	04/14/14 01:36P
Teacher Attrition Survey	Incomplete	N/D
Preschool Transition	Incomplete	N/D
Parentally Placed Private School Students	Incomplete	N/D

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* indicates a required field

Required fields are marked with an asterisk.

Teacher Attrition Survey

[Data Entry Guidelines for this Form](#)

No.	Teachers	Employed	
1.	What was the FTE of special education teacher new hires employed by October 1, 2013?	*	2
2.	What was the FTE of special education teacher new hires employed by October 1, 2013 experiencing their first year of teaching?	*	1
2a.	How many special education teachers experiencing their first year of teaching are being mentored by experienced special education teachers in the 2013-2014 school year?	*	1
3.	What was the FTE of special education teacher vacancies not filled (OPEN) as of October 1, 2013?	*	0
4.	What was the FTE of 2012-2013 special education employed staff returning to teach special education in 2013-2014?	*	12
5.	What was the FTE of 2012-2013 special education employed staff not returning to teach special education in 2013-2014?	*	5
6.	Of those special education teachers not returning to teach special education in 2013-2014, how many FTE have left the teaching profession?	*	
7.	What was the FTE of 2012-2013 special education teachers that retired, were disabled, died, or moved out of state and consequently did not return in 2013-2014?	*	0
8.	What number of special education teacher new hires were recently graduated from one of Arizona's colleges or universities?	*	0
9.	What number of special education teacher new hires were recently graduated from out of state colleges/universities?	*	1
No.	Special Education Personnel	Employed	
10a.	In the 2013-2014 school year, was the Arizona Education Employment Board (arizonaeducationjobs.com) used to post job vacancies or search for qualified candidates?	*	<input checked="" type="radio"/> Yes <input type="radio"/> No
10b.	If yes, how many candidates were hired from the employment board?		0
	Do you require special education teachers and related service providers to complete an exit survey prior	*	<input checked="" type="radio"/> Yes

11.	Do you require special education teachers and related service providers to complete an exit survey prior to leaving employment?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
11a.1	What was the main reason (other than retirement, disability or death) special education teachers left their positions (select one)?	Lack of mentoring Lack of experience or preparation Better paying position Other	
11a.2	If "Other" was selected above, please provide further detail.	Won the lottery	
11b.1	What was the main reason (other than retirement, disability or death) related service providers left their positions (select one)?	Lack of understanding from general education colleagues IEPs and related paperwork Lack of mentoring Lack of experience or preparation	
11b.2	If "Other" was selected above, please provide further detail.		
11c.1	What was the main reason (other than retirement, disability or death) special education directors left their positions (select one)?	Lack of mentoring Lack of experience or preparation Better paying position Other	
11c.2	If "Other" was selected above, please provide further detail.		
No.	Related Service Providers	Employed	Contracted
12.	What was the total FTE of licensed Physical Therapists (PT) employed by October 1, 2013?	0	.337
13.	What was the FTE of PT's not filled (OPEN) by October 1, 2013?	1	0
14.	What was the FTE of Master's level Speech Language Pathologists (SLP) employed by October 1, 2013?	9	0
15.	What was the FTE of Speech and Language Pathologists not filled (OPEN) by October 1, 2013?	0	0
16.	What was the FTE of Bachelor's level Speech Language Technicians employed by October 1, 2013?	0	0
16a.	How many FTE of Bachelor's level Speech Language Technicians are performing speech language evaluations?	0	0
17.	How many FTE SLPAs held an SLPA certificate and Department of Health license by October 1, 2013?	0	0
18.	What was the FTE of SLPAs not filled (OPEN) as of October 1, 2013?	0	0
19.	What was the FTE of licensed Occupational Therapists (OT) employed by October 1, 2013?	0	.75
20.	What was the FTE of OTs not filled (OPEN) as of October 1, 2013?	1	0
	What was the FTE of licensed Certified Occupational Therapy Assistants (COTA) employed by October	*	*

22.	What was the FTE of COTAs not filled (OPEN) as of October 1, 2013?	*	0
23.	What was the total FTE of qualified (3.5 on the EIPA) sign language interpreters employed by October 1, 2013?	*	1.5
24.	What was the FTE of qualified sign language interpreters positions not filled (OPEN) as of October 1, 2013?	*	0
25.	What was the FTE of School Psychologists employed by October 1, 2013?	*	0
26.	What was the FTE of School Psychologists not filled (OPEN) as of October 1, 2013?	*	0
27.	What was the FTE of Clinical Psychologists employed by October 1, 2013?	*	0
28.	What was the FTE of Orientation & Mobility Specialists employed by October 1, 2013?	*	.667
29.	What was the FTE of Orientation & Mobility Specialists not filled (OPEN) by October 1, 2013?	*	0
30.	What was the FTE of teachers of the visually impaired employed by October 1, 2013?	*	0
31.	What was the FTE of teachers of the visually impaired not filled (OPEN) by October 1, 2013?	*	0
32.	What was the FTE of teachers of the hearing impaired employed by October 1, 2013?	*	0
33.	What was the FTE of teachers of the hearing impaired not filled (OPEN) by October 1, 2013?	*	
No.	Special Education Directors	Employed	
34.	How many years has the special education director been employed in that position?	* 1st Year 2 - 3 Years 4 - 10 Years 11+ Years No Director	
35.	Does the special education director have an administrative certificate? If so, which certificate (select one)?	* Supervisor Principal Director of Special Education Superintendent None	
36.	Does the special education director have a special education teaching or related service certificate? If so, which certificate (select one)?	* Special Education Teaching Certificate Speech Language Pathologist/Technician Certificate School Psychologist Certificate Occupational or Physical Therapist Certificate None	

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Data Entry

Print Reports

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(17-02-85-000) SOS Unified District: 2013-2014

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* indicates a required field

Rule	Error Description
Y	At least one required field is empty.

Descriptions of any errors will be listed at the top of the page.

Teacher Attrition Survey

Data Entry Guidelines for this Form

No.	Teachers	Employed	
1.	What was the FTE of special education teacher new hires employed by October 1, 2013?	<input type="text" value="2"/>	
2.	What was the FTE of special education teacher new hires employed by October 1, 2013 experiencing their first year of teaching?	<input type="text" value="1"/>	
2a.	How many special education teachers experiencing their first year of teaching are being mentored by experienced special education teachers in the 2013-2014 school year?	<input type="text" value="1"/>	
3.	What was the FTE of special education teacher vacancies not filled (OPEN) as of October 1, 2013?	<input type="text" value="0"/>	
4.	What was the FTE of 2012-2013 special education employed staff returning to teach special education in 2013-2014?	<input type="text" value="12"/>	
5.	What was the FTE of 2012-2013 special education employed staff not returning to teach special education in 2013-2014?	<input type="text" value="5"/>	
6.	Of those special education teachers not returning to teach special education in 2013-2014, how many FTE have left the teaching profession?	* Form Error(s): Y	
7.	What was the FTE of 2012-2013 special education teachers that retired, were disabled, died, or moved out of state and consequently did not return in 2013-2014?	<input type="text" value="0"/>	
8.	What number of special education teacher new hires were recently graduated from one of Arizona's colleges or universities?	<input type="text" value="0"/>	
9.	What number of special education teacher new hires were recently graduated from out of state colleges/universities?	<input type="text" value="1"/>	
No.	Special Education Personnel	Employed	
10a.	In the 2013-2014 school year, was the Arizona Education Employment Board (arizonaeducationjobs.com) used to post job vacancies or search for qualified candidates?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
10b.	If yes, how many candidates were hired from the employment board?	<input type="text" value="0"/>	

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2.	What was the FTE of special education teacher new hires employed by October 1, 2013 experiencing their first year of teaching?	<input type="text" value="1"/>	
2a.	How many special education teachers experiencing their first year of teaching are being mentored by experienced special education teachers in the 2013-2014 school year?	<input type="text" value="1"/>	
3.	What was the FTE of special education teacher vacancies not filled (OPEN) as of October 1, 2013?	<input type="text" value="0"/>	
4.	What was the FTE of 2012-2013 special education employed staff returning to teach special education in 2013-2014?	<input type="text" value="12"/>	
5.	What was the FTE of 2012-2013 special education employed staff not returning to teach special education in 2013-2014?	<input type="text" value="5"/>	
6.	Of those special education teachers not returning to teach special education in 2013-2014, how many FTE have left the teaching profession?	* Form Error(s): Y	Fields with an error will be highlighted in pink.
7.	What was the FTE of 2012-2013 special education teachers that retired, were disabled, died, or moved out of state and consequently did not return in 2013-2014?	<input type="text" value="0"/>	
8.	What number of special education teacher new hires were recently graduated from one of Arizona's colleges or universities?	<input type="text" value="0"/>	
9.	What number of special education teacher new hires were recently graduated from out of state colleges/universities?	<input type="text" value="1"/>	
No.	Special Education Personnel	Employed	
10a.	In the 2013-2014 school year, was the Arizona Education Employment Board (arizonaeducationjobs.com) used to post job vacancies or search for qualified candidates?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
10b.	If yes, how many candidates were hired from the employment board?	<input type="text" value="0"/>	

22.	What was the FTE of COTAS not filled (OPEN) as of October 1, 2013?	*	
23.	What was the total FTE of qualified (3.5 on the EIPA) sign language interpreters employed by October 1, 2013?	*	1.5
24.	What was the FTE of qualified sign language interpreters positions not filled (OPEN) as of October 1, 2013?	*	0
25.	What was the FTE of School Psychologists employed by October 1, 2013?	*	0
26.	What was the FTE of School Psychologists not filled (OPEN) as of October 1, 2013?	*	0
27.	What was the FTE of Clinical Psychologists employed by October 1, 2013?	*	0
28.	What was the FTE of Orientation & Mobility Specialists employed by October 1, 2013?	*	.667
29.	What was the FTE of Orientation & Mobility Specialists not filled (OPEN) by October 1, 2013?	*	0
30.	What was the FTE of teachers of the visually impaired employed by October 1, 2013?	*	0
31.	What was the FTE of teachers of the visually impaired not filled (OPEN) by October 1, 2013?	*	0
32.	What was the FTE of teachers of the hearing impaired employed by October 1, 2013?	*	0
33.	What was the FTE of teachers of the hearing impaired not filled (OPEN) by October 1, 2013?	*	0
No.	Special Education Directors	Employed	* Form Error(s): Y 0
34.	How many years has the special education director been employed in that position?	* 1st Year 2 - 3 Years 4 - 10 Years 11+ Years No Director	
35.	Does the special education director have an administrative certificate? If so, which certificate (select one)?	* Supervisor Principal Director of Special Education Superintendent None	
36.	Does the special education director have a special education teaching or related service certificate? If so, which certificate (select one)?	* Special Education Teaching Certificate Speech Language Pathologist/Technician Certificate School Psychologist Certificate Occupational or Physical Therapist Certificate None	

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When errors are corrected, click **Submit**.

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Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A	Complete	04/14/14 01:30P
Personnel - Sect B	Complete	04/14/14 01:32P
Personnel - Sect C	Complete	04/14/14 01:36P
Teacher Attrition Survey	Complete	04/14/14 01:53P
Preschool Transition	Incomplete	N/D
Parentally Placed Private School Students	Incomplete	N/D

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Common FAQs

Q: Should we include teachers who are not highly qualified (HQ).

A: No, include only teachers who are HQ.

Q: Should we include both fully certified and not fully certified related service providers?

A: No, include only related service providers who are fully certified, except Q17. Report all FTE of personnel serving as speech and language pathologists (SLPAs).

Parentally Placed Private School Students

- Applicable only to school districts.
- Report the number of parentally placed private school students who were:
 - Evaluated;
 - Found eligible; and
 - Served by the public school during the school year (July 1 – June 30)

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Agency Reports

Report Title	Status	Last Updated
Personnel - Sect A	Complete	04/14/14 01:30P
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* indicates a required field

Parentally Placed Private School Students

[Data Entry Guidelines for this Form](#)

	Instructions	Value
1.	Report the number of parentally placed private school students who were evaluated by the public school during the school year (July 1 - June 30.) Include students who were initially evaluated (i.e., referred via child find) and/or reevaluated (i.e., under the Empowerment Scholarship guidelines).	<input type="text"/>
2.	Of the number of children evaluated during the school year (row 1), report the number of children determined to be children with disabilities (eligible for special education services). This is not the total number of eligible private school students within the LEA's jurisdiction, it is only those evaluated and found eligible during the school year.	<input type="text"/>
3.	Of those determined to be children with disabilities (row 2), report the number of children who received special education or related services through the public school. This is not the total number of private school students served, it is only those who were evaluated and found eligible and served during the school year.	<input type="text"/>

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ESS Annual Data - Annual Special Education Data Collection

4369

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* indicates a required field

Rule	Error Description
B	Row 3 must be less than or equal to row 2.

Parentally Placed Private School Students

[Data Entry Guidelines for this Form](#)

	Instructions	Value
1.	Report the number of parentally placed private school students who were evaluated by the public school during the school year (July 1 - June 30.) Include students who were initially evaluated (i.e., referred via child find) and/or reevaluated (i.e., under the Empowerment Scholarship guidelines).	<input type="text" value="5"/>
2.	Of the number of children evaluated during the school year (row 1), report the number of children determined to be children with disabilities (eligible for special education services). This is not the total number of eligible private school students within the LEA's jurisdiction, it is only those evaluated and found eligible during the school year.	Form Error(s): B <input type="text" value="4"/>
3.	Of those determined to be children with disabilities (row 2), report the number of children who received special education or related services through the public school. This is not the total number of private school students served, it is only those who were evaluated and found eligible and served during the school year.	Form Error(s): B <input type="text" value="5"/>

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This form contains edit checks to ensure that the values are consistent. Fields with an error will be highlighted in pink.

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* indicates a required field

Parentally Placed Private School Students

[Data Entry Guidelines for this Form](#)

	Instructions	Value
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3.	Of those determined to be children with disabilities (row 2), report the number of children who received special education or related services through the public school. This is not the total number of private school students served, it is only those who were evaluated and found eligible and served during the school year.	<input type="text" value="4"/>

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Parentally Placed Private School Students	Complete	04/14/14 02:00P

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Common FAQs

Q: Should preschoolers be included?

A: Yes, as long as the preschooler is enrolled at a private (including religious) elementary school that meets the definition specified in 34 CFR § 300.13 and is located within the district's boundaries.

Q: Should home-schooled students be included?

A: Yes, given that home-schools students are defined the same as private schools under IDEA.

A faint, stylized compass rose is visible in the top left corner of the slide, set against a dark blue background. The rose shows cardinal and intercardinal directions, with 'E' for East and 'S' for South partially visible.

COMPASS POINTS

(RESOURCES AND SUPPORT)

ADE Support Center

- For ADEConnect and SAIS support
- Monday – Friday 8:00 a.m. – 5:00 p.m.
- 602.542.7378
- 866.577.9636
- adesupport@azed.gov

ESS Data Management

<http://azed.gov/special-education/funding/data-management/>

ESSDataMgmt@azed.gov

La'Thea Nevills

Data Collection Coordinator

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ESS Data Management cont'd

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Chris Brown

Data Management Specialist

602.542.3854

chris.brown@azed.gov



WRAP UP

Wrap Up

- Questions?
- Future training opportunity
 - Novice Part II: 6/5 or 6/30
 - Preschool Transition: 6/24
 - July 2015: Final Submission Process
- Course evaluations
- Certificates
- Implementation Survey



QUESTIONS?

THANK YOU!